SBSS Express Seminars Legal Seminar Script.

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Of the 777,119[1] practicing attorneys nationwide, fewer than half currently use computers in their work. Yet most law firms realize that automation is necessary to compete effectively in today's environment.

This SBSS Express Seminars Business Solution will help you to present effectively to law firms or sole practitioners. Using these demonstrations in a seminar will allow you to highlight some of the most important business tasks these customers need to perform and get many key benefits across in a short period of time.

To enhance your demonstrations, you may want to use some relevant findings of recent research studies. The results highlighted below can add impressive proof to the benefits and advantages of owning an Apple Macintosh personal computer.

Training/Installation

Most legal work is based on billable time, so these customers are also concerned about ease of training and view a short learning curve as a real benefit. However, most people don't consider the impact of training time on their purchase costs. A recent study shows that Macintosh users require less time to learn to use their computers than users of MS-DOS systems or users of Windows 3.0.[2]

Productivity

Since some attorneys bill for the value of their work, rather than the time spent, increased productivity is a key selling point for Macintosh. Stress that Macintosh has more built-in features, so it can do more for less money. Also tell your audience that because of consistency across applications, they will be able to learn new programs more quickly. In a recent independent survey Macintosh users rated their productivity 37% higher than MS-DOS users rated their productivity, and 32% higher than users of Windows 2.0.[3]

Another key point you may want to incorporate throughout your seminar is that there are thousands of programs in virtually all areas of business available for the Macintosh. Additionally, many programs are available especially for attorneys for things such as archival retrieval, tapping into the ABA network for current information or legal billing.

Compatibility/Connectivity

Macintosh compatibility and connectivity are additional benefits you can highlight during your seminar. Compatibility with MS-DOS is important if firms need to share information with clients using MS-DOS systems.

Macintosh built-in connectivity is equally important as it enables firms to share files internally, allowing attorneys and staff to work on the same documents easily. They should know that Macintosh has the capability to read from and write to MS-DOS, Windows and UNIX. You may want to demonstrate these benefits by running the compatibility and connectivity demo, which is included on your Express Seminars CD.

Price/Value Comparison

When law firms buy computers, they are concerned about making a wise and lasting investment. It is important to remind them that Macintosh systems can ultimately be less expensive than other personal computer systems because training costs, networking costs and overall support costs are much lower.[4] And when they are ready to upgrade their systems, Macintosh provides cost-effective growth paths.

You may also want to emphasize affordability and value, especially given the new additions to the Apple line of products. A recent study concludes that, overall, Macintosh computers offer the best price-performance value, when compared with similarly configured IBM and Compaq personal computers.[5] Also, both novice and experienced users require significantly less training time on Macintosh computers than on personal computers running Windows 3.0.[6]

All of these points can help you build to a natural conclusion containing this kind of "bottom line" message: Macintosh is a powerful, versatile business tool that can make law firms more productive in virtually every aspect of their business. And this consistent, proven technology can be theirs at a truly affordable price.

Like the original SBSS Legal Business Solution, each folder contains applications that perform the functions indicated by the folder name. These demonstrations have been designed with legal firms' needs in mind and for presentation to a group.

Preparation Notes

As before, we have used a "Say This, Do This, Show This" format to provide easy instructions for demonstrations. We've also included a MediaTracks version of each demonstration so you can use a self-running presentation, if you choose.

Here are the contents of the Legal Business Solution for Express Seminars.

Practice Management:

- Word Processing/Microsoft Word
- Client Information/FileMaker Pro
- Court Scheduling/MacProject II
- Calendar Management/CalendarMaker
- Forecast/Microsoft Excel

Accounting:

- Time & Billing/Timeslips III
- Client & Management Reports/Timeslips III
- Firm Accounting/Accountant, Inc.

Litigation Support:

- Court Exhibit/PageMaker
- Court Room Demonstration/MacroMind Director

Client Communications:

- Client Letter/MacWrite II
- Client Presentation/Aldus Persuasion
- Firm Profile/PageMaker

[1] ***American Bar Association,*** February, 1991

[2] ***Diagnostic Research, Inc.,*** March, 1991

[3] ***Diagnostic Research, Inc.,*** 1990

[4] ***Gartner Group,*** June, 1989

[5] ***Ingram Laboratories*,*** [†] February, 1991

[6] ***Diagnostic Research, Inc.,*** March, 1990

[†] To assign a price-performance value to the systems tested, a ratio was calculated using the manufacturer's suggested retail price (SRP) and Ingram's results. The ratio is calculated by dividing a given system's performance index by the system's SRP. The greater the price-performance value, the greater the system's value to the customer (that is, a system with a .5 ratio offers greater value than a .3 system).

Based on manufacturer's suggested retail prices as of February, 1991. Current SRPs may have changed.

Industry Overview

The Market

- 133,087 law firms nationwide.
- 777,119 practicing attorneys nationwide.
- 96% of the firms have 25 or fewer attorneys who represent 82% of practicing attorneys.
- Attorneys actively practicing law are required to pass the State Bar Exam in the state in which they want to practice. State Bar membership is mandatory; membership in local and national associations is optional.
- More attorneys are specializing in order to better serve their clients. Currently there are 20 areas of specialization:
  - Administrative/governmental
  - Banking
  - Bankruptcy
  - Civil litigation — defense
  - Civil litigation — plaintiff
  - Commercial real estate
  - Corporate/business
  - Debt collection
  - Environmental/natural resources
  - Estate planning/probate
  - Family law
  - General practice
  - Intellectual property
  - Labor/employment law
  - Patent/trademark/copyright
  - Real estate settlement
  - Residential real estate
  - Securities
  - Tax and pension
  - Other

The Opportunity

- An estimated $1.38 billion will be spent on computer technology in 1990.
- Computerizing the attorney's desktop is seen as the next opportunity in the legal market.
- Law firms perceive that automation is needed to compete effectively in today's market.
- 30% of attorneys in large firms use a computer compared to 48.6% of attorneys in small firms.
- 46.7% of the attorneys who do not currently use a computer plan to computerize.
- There has been an increase in the usage of on-line services (i.e., LEXIS and WESTLAW).
- Law firms are recognizing the need to enhance marketing activities.
- Primary motivation for computerization is to assist attorneys in preparing legal documents. They currently rely heavily on support staff with a 1:2 ratio of attorneys to support staff.
- Attorneys primarily rely on other attorneys for information about computers.

The Target

- Firm Organization:
  - Owners
  - Senior partners
  - Partners
  - Associates
  - Outside counsel
  - Paralegal
  - Support structure
    - Secretaries
    - Librarians
    - Administrators
    - MIS

Attorney Demographics:

- Median household income is $74,456.
- Attorneys are well-educated with a minimum of a college degree and 3 years of post-graduate work.

Market Challenges/Solutions

Challenges:

- Attorneys may view typing as secretarial work and prefer to spend their time on client matters.

Specific Firm Concerns:

- Cost containment
- Attracting top notch partners
- Generating new business
- Keeping the edge for winning cases (keeping abreast of decisions, information)
- Handling a flood of paper, information
- Billing (time tracking, posting, invoices)
- Internal and external communications

Key Solutions:

- Time and billing
- Document preparation/management
- Litigation/case development
- Office management
- Accounting
- Business Development

For more detailed information, please refer to your Apple Market Model Guide.

Source: The Apple Market Model Guide. © Apple Computer, Inc., © Qualitative Marketing, 1990.

Using the Automated Business Solution Demonstrations

Each of the four folders appearing in the Legal demonstration has been recorded separately in color MediaTracks. You may select the order in which you would like to demonstrate them. At the bottom of the screen you will find 3 buttons that will allow you to navigate through each demonstration.

Play Button (▶) – Allows you to continually move forward.

Pause Button (❚❚) – Allows you to momentarily stop the demonstration.

Stop Button (■) – Allows you to quit the demonstration.

In addition to those icons, MediaTracks will allow you to control the playback of tapes by using the Macintosh keyboard. Below is a list of the commands and the keys that activates the demonstration.

Launching the Automated Business Solutions

- Open Express Seminars Solutions folder.
- Open Automated Demonstrations folder.
- Open Legal folder.
- Open Legal tape icon to begin.

To view the MacroMind demonstration included in this Business Solution:

- Click the Quit to Animation button.
- Double click the Animated Presentation icon.
- When finished, double click the Legal tape icon to resume the MediaTracks demonstration.

General Tips

Display or Hide the Control Panel

Pressing the "H" key on the keyboard will display the control panel for MediaTracks. Clicking on any one of the icons activates them. Pressing the "H" key again will shrink the control panel into an icon. You can hide the icon by holding down the Option key and clicking the icon.

Speed Control

Pressing the "Up Arrow" (↑) on the keyboard will speed up the playback of the tape.

Pressing the "Down Arrow" (↓) on the keyboard will slow down the playback of the tape.

Pause

By pressing the "P" key, you pause the playback of the tape. Pressing the key once more will cause the tape to play again.

Stop

To stop a tape press the "S" key. Most of the time this will also cause MediaTracks to quit, taking you back to the Finder.

Rewind (Start over)

To replay a tape from the beginning press the "[" key.

Repeat

Pressing the "A" key will cause MediaTracks to replay the current tape over continuously. To turn off this feature press the "A" key once more. Pressing the "S" key will still stop the tape playback.

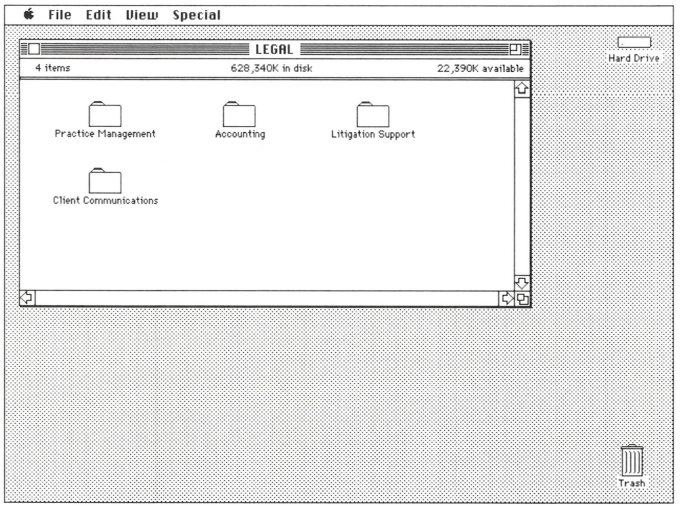
Skip Forward

To skip immediately to the beginning of the next feature, press the "forward arrow" (→) key.

Skip Back

Pressing the "backward arrow" (←) key takes you back to the beginning of the current tape.

Legal

Say This	Do This	MediaTracks Do This	Show This
In today's business climate, you have to be versatile to stay competitive. And Apple Macintosh computers can help you run your entire firm more efficiently because it's as versatile as you are. Offering thousands of powerful software applications to choose from, Macintosh computers work for you to provide better service to your clients — and improve your bottom line.	Open **Hard Drive** by double clicking the icon or by selecting it (clicking once) and choosing **Open** under the File menu. Open **Legal** folder. ▸	Open **Legal** tape icon.	
Practice management, accounting, litigation support and client communications are important aspects of most law firms. We'll go through examples of how Macintosh can help with each area. Notice that Macintosh is organized like your practice is — no directories or complicated commands. Just folders showing the work that needs to be done.	Use the mouse to move the pointer over each folder as you name it.		
As you'll see throughout this demonstration, all Macintosh software programs share consistent menus and use commands in plain English, like, cut, copy and paste. There's even an undo command if you change your mind about something you've just done.	Use the mouse to highlight the pull down menus, pointing out some common commands in the Edit menu.		

Practice Management

Say This

There are many ways Macintosh can help you manage your firms more efficiently — from the way you process boilerplate forms to the way you keep track of court dates. It can help you provide better service to your clients while helping to reduce your support staff costs to keep your practice more competitive.

No matter what your specialty is, the practice of law is always document-intensive. Macintosh can help by making word processing fast and easy. Here's an example of a standard license agreement.

- You can cut and paste copy from paragraphs to complete pages, to different sections of the document.
- You can also change a typestyle, underline for emphasis or check your spelling.
- With Macintosh, you can even calculate numbers, alter graphs and rearrange your data, all without leaving your word processing program.

Do This

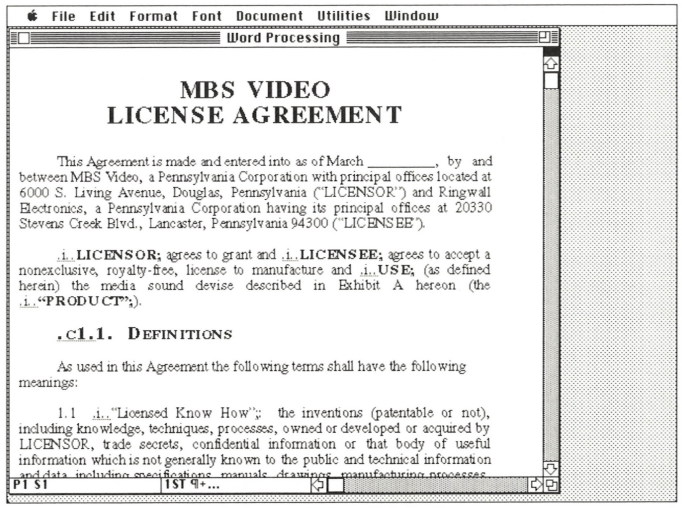
Open **Practice Management** folder.
Open **Word Processing** document. ▸
Demonstrate cutting & pasting, changing fonts and styles.
Highlight a section of text.
Check spelling by selecting **Spelling** from Utilities menu.
Click **Start Check** button.
Click **OK** button when Finished checking selection dialog box appears.
Select **Go To** from Utilities menu.
Enter **5** in page number box.
Click **OK** button.
Change any number in the column of figures at the bottom of the page.
Delete column total.
Highlight complete column, except total.
Choose **Calculate** from Utilities menu. New total appears, boxed in lower left corner of screen.
Click in **Total cell**.
Choose **Paste** from Edit menu. New total appears.
Choose **Quit** from File menu.
Choose **No** when Save Changes dialog box appears.

MediaTracks Do This

Click on **Practice Management** folder to launch demonstration.

Click on **play** button (▶) to continue throughout.

Show This


File Edit Format Font Document Utilities Window
Word Processing
MBS VIDEO
LICENSE AGREEMENT
This Agreement is made and entered into as of March _____, by and between MBS Video, a Pennsylvania Corporation with principal offices located at 6000 S. Living Avenue, Douglas, Pennsylvania ("LICENSOR") and Ringwall Electronics, a Pennsylvania Corporation having its principal offices at 20330 Stevens Creek Blvd., Lancaster, Pennsylvania 94300 ("LICENSEE").
LICENSOR; agrees to grant and LICENSEE; agrees to accept a nonexclusive, royalty-free, license to manufacture and USE; (as defined herein) the media sound devise described in Exhibit A hereon (the "PRODUCT";).
.c1.1. DEFINITIONS
As used in this Agreement the following terms shall have the following meanings:
1.1 "Licensed Know How"; the inventions (patentable or not), including knowledge, techniques, processes, owned or developed or acquired by LICENSOR, trade secrets, confidential information or that body of useful information which is not generally known to the public and technical information
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Application: Microsoft Word

Say This

Macintosh will also help you manage your existing client records. You can easily access and update important information on your clients like addresses, phone numbers, follow-up dates or filing dates.

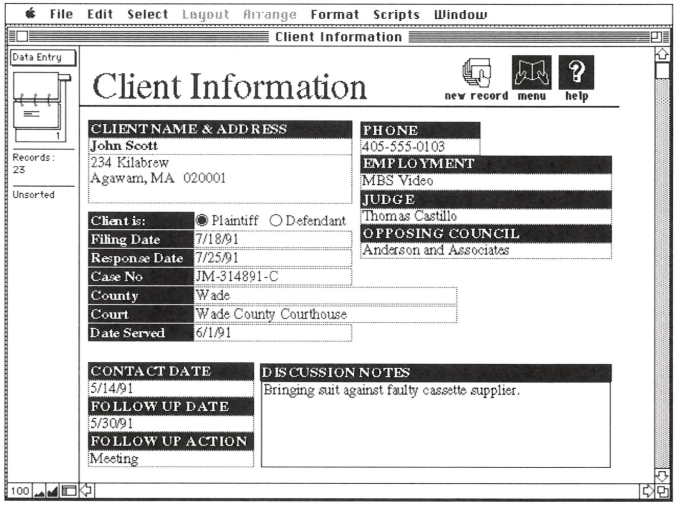
You can also run a variety of reports from your database. This Opposing Council Report will provide you with a list of your clients and opposing council for each case.

Do This

Open **Client Information** document.
Highlight **Client Address** text box, then type in a new address.
Click below **Follow-Up Action** box to see selection options.
Double click on **Meeting** from Follow-up Action pop-up list. ▸
Click bottom of **Book** icon (– upper left corner of the screen) to browse through several records.
Click **Menu** icon to see report options.
Click **Opposing Council Report** icon.
Click **50** button in lower left corner of screen to view at actual size.
Click **Continue** button to return to Menu.
Click **Data Entry (pencil and pad)** icon.
Choose **Quit** from File menu.

MediaTracks Do This

Show This



Application: FileMaker Pro

Say This

Case work and trial preparation require the efforts of many people in your firms doing many different tasks, such as research, transcription, analysis, writing briefs and other documents. You can use Macintosh to help organize your efforts in all these areas and keep projects on schedule.

- Notice how every component of the project is shown in chart (PERT) format.
- Let's say you just found out that the trial has been rescheduled and the proof of service date will be 25 days earlier than anticipated. We'll change the number of days allocated from 55 to 30. Notice how every other date has been recalculated.

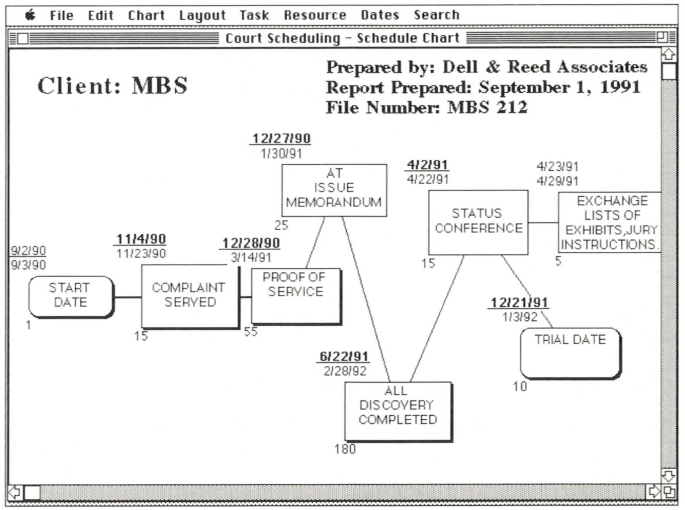
We can also report on this project in many different ways. This is a listing of every component and date in chart layout. As you can see, Macintosh is a powerful tool for any kind of project management.

Do This

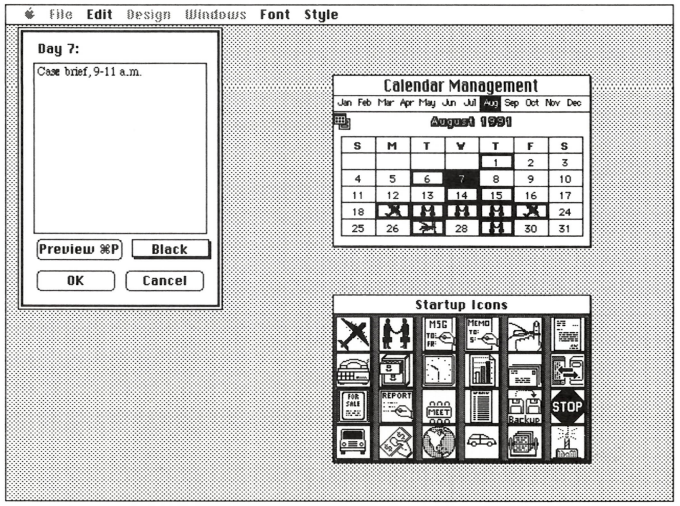
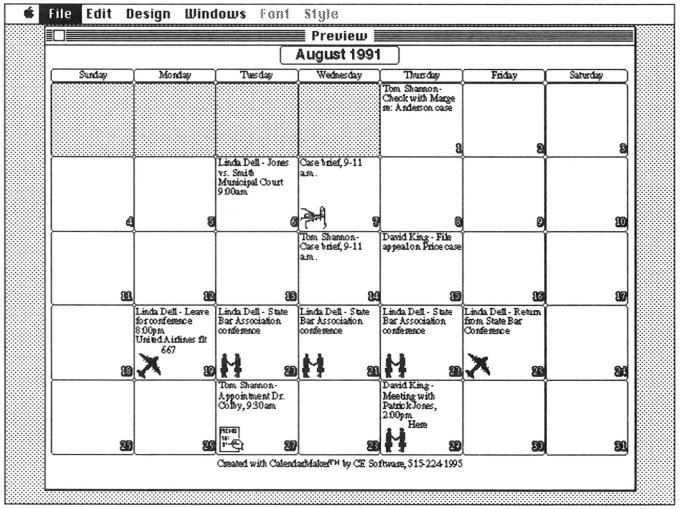
Open **Court Scheduling** document. ▸
Click inside **Proof of Service** box.
Choose **Show Task Info** from Task menu.
Change Task Duration from 55 to 30 days.
Close **Proof of Service** window. Note change in critical path.
Show the change in **dates** (by the upper left corner of the **Proof of Service** box).
Choose **Project Table** from Chart menu.
Review **task boxes**, noting how they list earliest start, latest finish, resource required and elapsed time.
Choose **Quit** from File menu.
Choose **No** when Save Changes dialog box appears.

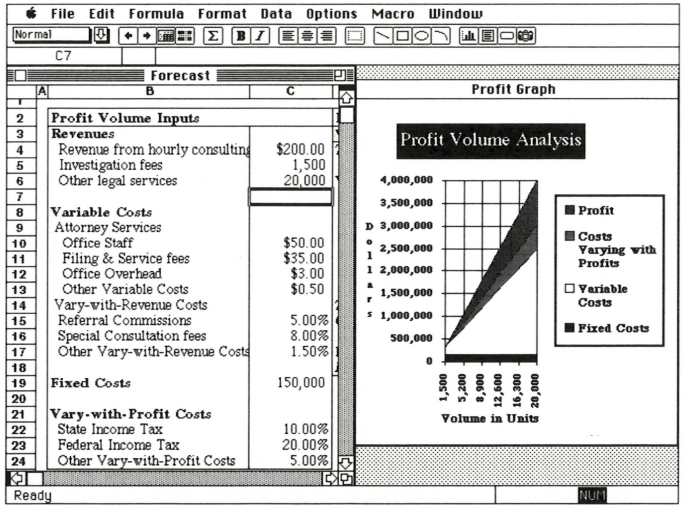
MediaTracks Do This

Show This



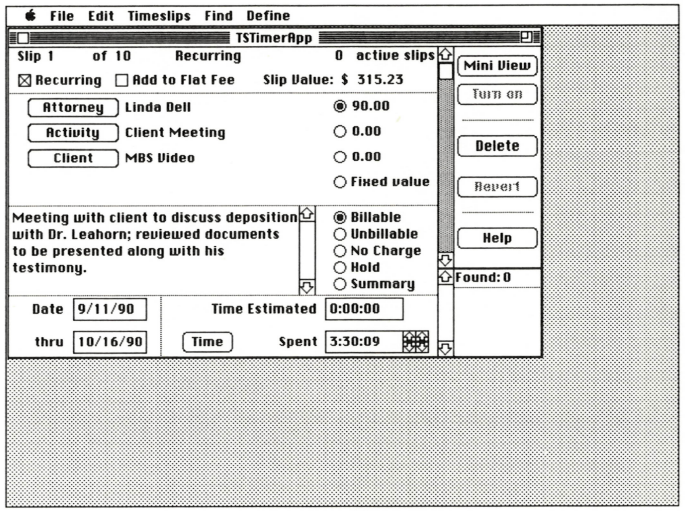
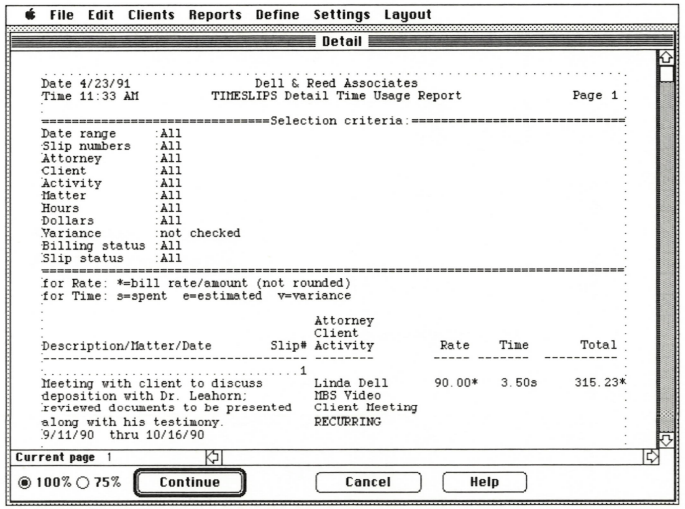
Application: MacProject II

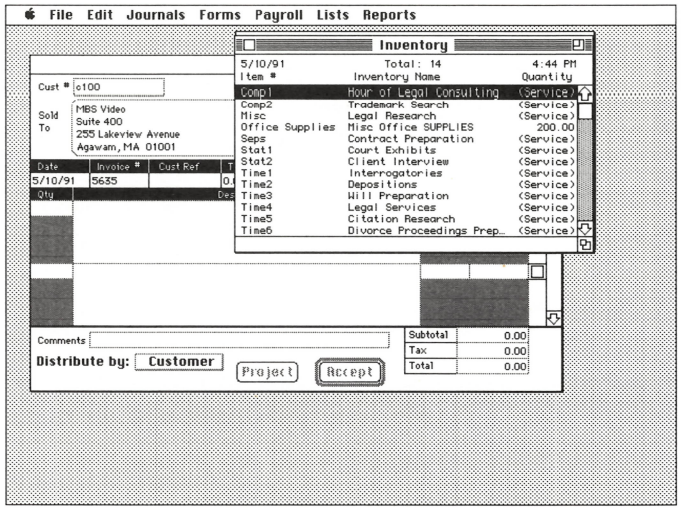
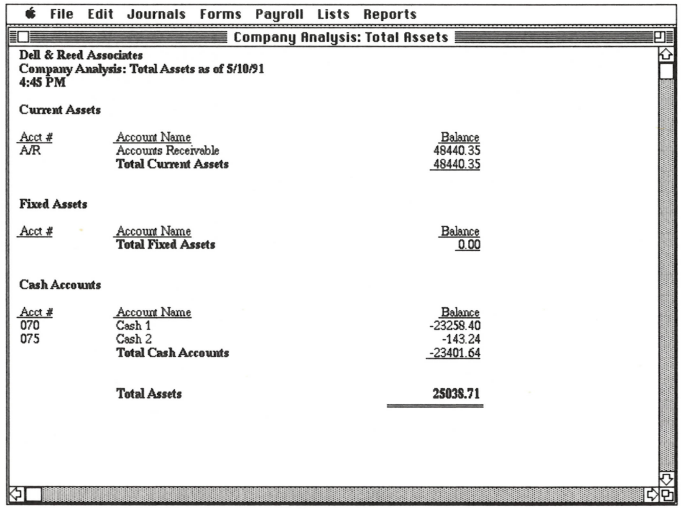
Say This	Do This	MediaTracks Do This	Show This
Tracking your daily appointments and monthly activities – like client meetings and court appearances – is easier with an up-to-date calendar. All it takes is a few modifications to keep your calendar current.	Open **Calendar Management** document. Click any date in **Calendar Management** window. The agenda box for that day appears. Type "Case brief, 9-11 a.m." ▸ Click **OK** button to complete entry and close box. Click and drag **Reminder** icon (– located in Startup Icons window) over selected date in Monthly Calendar.	•	 *Application: CalendarMaker*
You can view the entire month at a glance or focus on a particular day's activities. This tool provides all employees access to this information — for scheduling client meetings, knowing who's out of the office at a seminar, leaving reminder notes about cases and so forth. By using Macintosh for word processing, client tracking, scheduling and calendar management, everyone in your firm can improve productivity, eliminate redundant work and keep on top of important schedules and dates. Now, let's look at how Macintosh can help you with time tracking, billing and accounting tasks.	Choose **Preview** from File menu. The full monthly calendar appears. ▸ Click on any area of the calendar to enlarge it. Click again to reduce the size. Close **Preview** window. Choose **Quit** from File menu. Choose **No** when Save Changes dialog box appears.	•	 *Application: CalendarMaker*

Say This	Do This	MediaTracks Do This	Show This
Succeeding in business means staying on top of it, regardless of how fast it's changing. The Macintosh will provide immediate access to accurate, current data in a visual, highly usable format.	Open **Forecast** document.	•	
• You can create graphs and charts to depict the information in any spreadsheet. For instance, show profit by units or dollars.	Resize spreadsheet to fit left side of screen, showing columns A, B and C.	•	
• What's more, when you enter new data the entire spreadsheet is recalculated automatically.	Choose **Open** from File menu and open **Profit Graph** document.	•	
• See how the totals have changed? This new data also changes in your graph.	Click **Forecast** window to make it active.	•	
	Click **cell C4** (Revenue from hourly consulting) and type 200.	•	
	Press **Return** key to enter new figure ($200).	•	
	In the same way, change **cell C5** (Investigation fees) to 1,500 and **cell C6** (Other legal services) to 20,000. ▸	•	
	Note that the **Profit Graph** changes to correspond to new figures.	•	
	Choose **Quit** from File menu.	•	
	Choose **No** when Save Changes dialog box appears. (This occurs twice.)	•	
	Close **Practice Management** folder.	End of demonstration.	

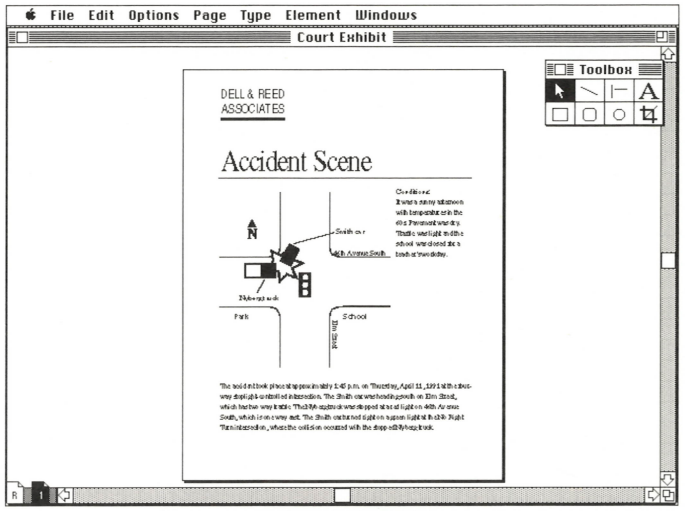
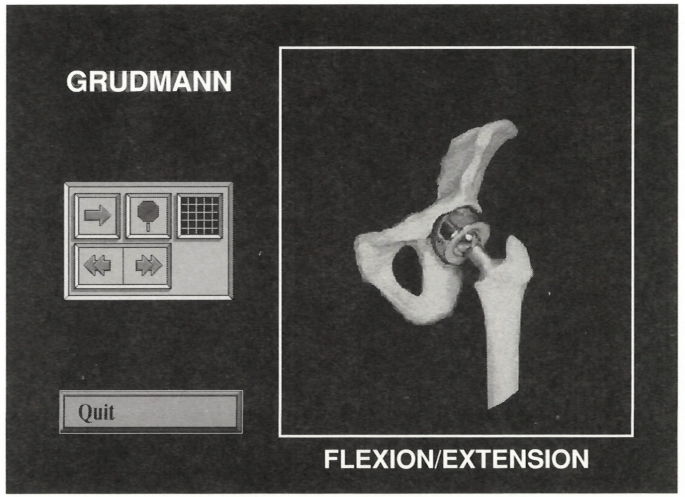
Application: Microsoft Excel

Accounting

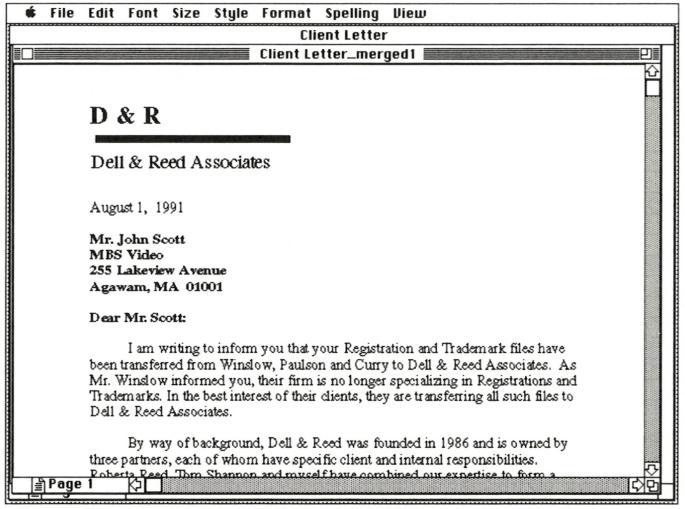
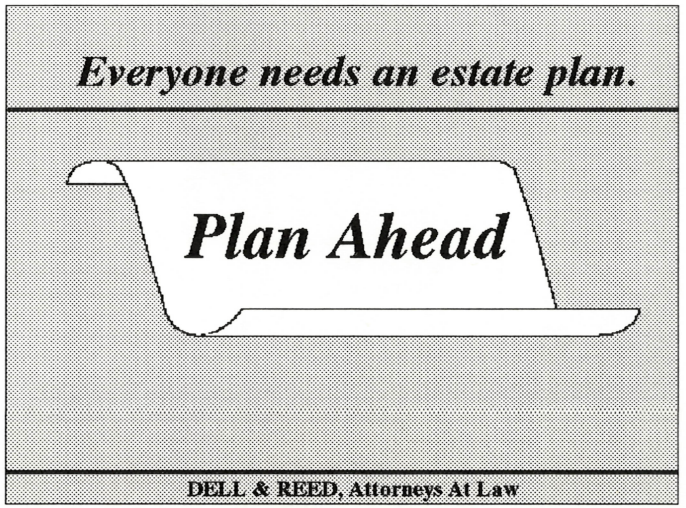
Say This	Do This	MediaTracks Do This	Show This
Time is one of the most important assets of any law firm. So making the most of every minute and keeping close track of your time really counts. Macintosh will help you account for both your time and your expenses and help you recover those untracked billable hours with automatic timesheets. • Think of how much time can be left unbilled due to client phone calls. • This built-in "stopwatch" will automatically track your time to help you recover that "lost" time.	Open **Accounting** folder. Open **Time & Billing** document and immediately hold down the **Shift** key until dialog box appears. Select **Resident Data Set** and click **Open**. ▸ Choose **New Timeslip** from Timeslips menu to create a new slip. Click **Attorney** button. Highlight an attorney from list, then click **Select** button. Click **Activity** button. Highlight an activity from list, then click **Select** button. Click **Client** button. Highlight a client from list, then click **Select** button. Click **Turn on** button to activate timer. Click **Mini View** button. Click **Turn off** button when you are done. Choose **Quit** from File menu.	Click on **Accounting** folder to launch demonstration. • Click on **play** button (▶) to continue throughout. • • • • • • • • • • • • • •	 *Application: Timeslips III*
You can create comprehensive and customized reports including how your time is spent, monthly billings and client activity reports. • Let's take a closer look at a timeslips report. It tells you which clients have been the most and least active, how many hours employees are billing and which accounts are generating the highest billings. It also lets you measure how estimated project time compares with actuals. • You can choose from a variety of reports like this Detail Report. • You can also print any of these reports for your files.	Open **Client & Management Reports** document. Choose **Continue** when dialog box appears. Choose **Timeslips** from Reports menu. Choose **Detail** from Report type pop-up menu. Click **Print** button to view report. ▸ Click **Cancel** button to close report window. Choose **Quit** from File menu.		 *Application: Timeslips III*

Say This	Do This	MediaTracks Do This	Show This
In addition to helping you manage billable hours, Macintosh can also provide the accounting functionality you need. It can handle your general ledger, accounts receivable and payable as well as payroll. Here's an example of an invoice. • Using the pull-down menus, you can create an invoice automatically, adding information from the client database and your inventory of services. • When you click on a client's name, all relevant information is transferred to the invoice — address, terms, discount and more.	Open **Firm Accounting** document. Click mouse once to continue. Show pull-down menus for **Journals**, **Forms**, **Payroll** and **Reports**. Choose **Invoice** from Forms menu. Press **Tab** key. The Customers window appears. Double click any **customer name** to enter it on the invoice. Click inside the **Description** column and press **Tab** key. The Inventory window appears. ▸ Double click any item to enter on the invoice. Enter **2** into first line of **Qty** column. Press **Tab** key.	•	 *Application: Accountant, Inc.*
You can also use the Macintosh to help manage the financial information for your firm. • You can prepare reports like trial balance, income statement, balance sheets, and accounts receivable and payable. • Client analysis lets you access other types of reports like total assets by company.	Under **Reports** menu, use **Analysis** submenu to choose **Company**. The Company Analysis window appears. Click **Total Assets** to select . Click **Analyze** button to create a report. ▸ Choose **Quit** from File menu.	•	 *Application: Accountant, Inc.*
With automated time and billing procedures, your client billing and collection can be done in a more timely manner. And you'll save money on support services. Now that you've seen how Macintosh can help you track your time and handle your finances, let's talk about how you can use it to help your litigation work.	Close **Accounting** folder.	End of demonstration.	

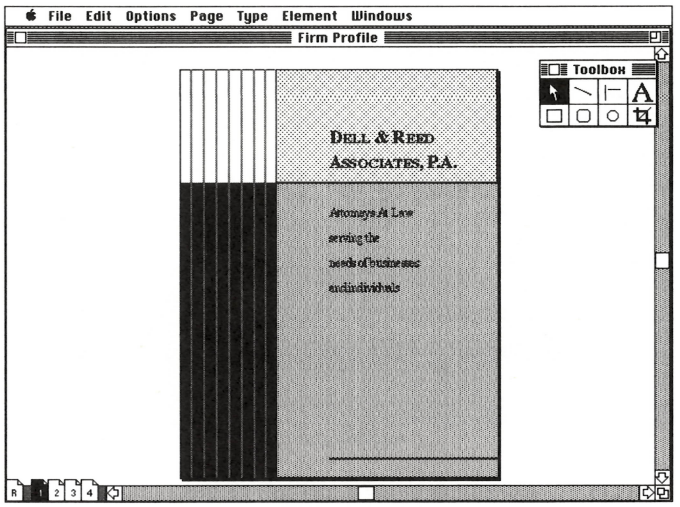
Litigation Support

Say This	Do This	MediaTracks Do This	Show This
With Macintosh, you can prepare convincing courtroom exhibits to present more effectively to a jury or judge, as well as other collateral materials. Because you can customize a document in a very short time, you can make last minute changes easily if the need arises.	Open **Litigation Support** folder. Open **Court Exhibit** document. ▸ Click on text at bottom of document. Choose **Edit story** from Edit menu. Highlight a portion of text. Under **Type** menu, use **Type style** submenu to choose **Bold** and **Italic**. Close editing window. Choose **Actual size** from Page menu. Scroll to view text changes. Choose **Quit** from File menu. Choose **No** when Save Changes dialog box appears.	Click on **Litigation Support** folder to launch demonstration. • • Click on **play** button (▶) to continue throughout. • • • • • • • End of demonstration.	 *Application: PageMaker*
But what if you want your exhibit to be even more powerful? Why not animate your presentations? Here's an example of how you could present your evidence in a more convincing manner.	Open **Court Room Demonstration** document. The presentation launches automatically. ▸ Click **Quit** button on screen. Close **Litigation Support** folder.		*Court Room Demonstration*  *Application: MacroMind Director*

Client Communications

Say This	Do This	MediaTracks Do This	Show This
More and more firms are recognizing the need to serve current clients better and to market their services to prospective clients. Your communications may be as simple as a letter or as important as a capabilities presentation.	Open **Client Communications** folder. Open **Client Letter** document. Choose **Open Merge Data File** from File menu. Open **Client List** document. Close **Insert Merge Field** window. Choose **Merge** from File menu. Click **New Document** button, then click **Merge** button in Merge dialog box. ▸ Choose **Quit** from File menu. Choose **No** when Save Changes dialog box appears.	Click on **Client Communications** folder to launch demonstration.	 *Application: MacWrite II*
Perhaps you have the opportunity to make an important presentation to a potential client. • With Macintosh, you can create high quality slides, overheads or leave behinds at a minimal cost. If each attorney had a Macintosh, not only could they use the database we discussed earlier to access case information, they could also generate their own client presentations quickly.	Open **Client Presentation** document. Choose **Slide show** from File menu. Click **OK** when Slide show options window appears. ▸ Slide show launches automatically. When done choose **Quit** from File menu.	Click on **play** button (▶) to continue throughout.	*Client Presentation*  *Application: Aldus Persuasion*

Client Communications

Say This	Do This	MediaTracks Do This	Show This
Perhaps a potential client has requested a printed piece with some background information on your firm. • Since all your information is preset, you can make changes to customize the document for your client. • This tool allows you to make customized profiles with minimal effort for anyone requesting them. • And you can go to a service bureau to print them cost-effectively.	Open **Firm Profile** document. ▸ Click **page icons** (📄 – lower left corner of screen) to display different pages. Choose **Actual size** from Page menu. Comment on integration of graphics, charts, data, etc. Choose **Quit** from File menu. Choose **No** when Save Changes dialog box appears. Close **Client Communications** folder.	• • • • • End of demonstration.	 *Application: PageMaker*

Summary

Say This

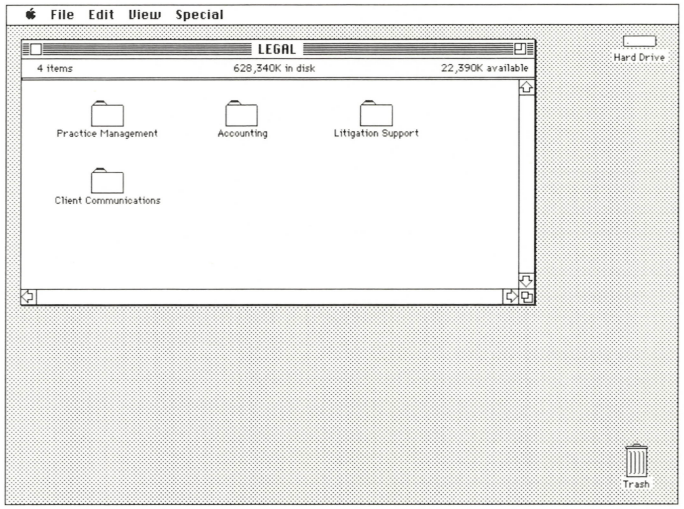
Today I've shown you how to manage your entire firm with one computer, the Macintosh. So whether you're scheduling trial work, tracking billable hours, creating effective court exhibits or presenting to potential clients, this tool will help make sure it's easy, affordable and only a click of the mouse away.

Macintosh works the way you do. It adapts to your working environment, gives you more control over your business and provides solutions to virtually all of your business needs. It will help process documents more efficiently and improve all your communications. And it offers a proven growth path for the future. That's the power of Macintosh. That's why it should be your computer.

Do This

MediaTracks Do This

Show This



SBSS Express Seminars
Business Solutions Directory: Legal

Located on your SBSS Express Seminar CD is a HyperCard stack of Macintosh business solutions including Apple and third party software and hardware products called the Apple Business Solutions Directory. It includes detailed product descriptions, pricing, system requirements and developer contact information. Use this tool as an information resource to provide your customers with details about Macintosh applications that are available to meet their specific needs.

Here's a sample of the Legal solutions found in the directory, more detailed information about these products are located on the CD:

DocuComp

Advanced Software, Inc.
1095 E. Duane Avenue #103
Sunnyvale, CA 94086
(408) 733-0745

DocuComp automatically compares any two versions of a document, ASCII file, or programming source code and highlights any differences between them. Inserted, deleted, replaced and moved texts are tracked. Changes can be seen on a split screen showing both documents at the same time; in a printed composite draft; in a composite draft stored on disk; and in a summary report listing every change by page and line number. The most popular word processing formats are supported, and files from dissimilar formats can be compared.

Legal Billing II

Satori Software
2815 Second Avenue, Suite 295
Seattle, WA 98121
(206) 443-0765

Legal Billing II is a time billing package specifically designed for attorneys. It has also been approved by the (ABA) American Bar Association. This package has a built in Trust Account capability, Work-In-Progress option, and handles multiple matters per client. Legal Billing will print detailed client statements in a variety of formats and increase office efficiency with the numerous management and productivity reports.

LexaFile

Xram Xpert Systems
344 W. 23rd Street, Suite 7C
New York, NY 10011-2215
(212) 989-8356

LexaFile is an integrated legal-information management system designed for use by individual attorneys, judges, and legislative and governmental officials. Each of LexaFile's five HyperCard stack modules represents a law-office component used in daily practice; RoloFile ia an electronic address book and client intake module; Legtronic Note Pad is a daily work manger and calendar tickler; LexaCase Support Folder is a litigation support module; LexaCalendar is a week-at-a-glance scheduler; and LexaNotes Folder is an all-purpose notes keeper. Although LexaFile is designed specifically for law practice, it can be adapted to other office settings.

MacLAW

Manhattan Software, Inc.
865 Manhattan Beach Boulevard, Suite 204
Manhattan Beach, CA 90266
(213) 545-6462

MacLAW is a practice management system designed to enhance the productivity of any size legal office. MacLAW supports both client and matter level billing. MacLAW contains a court calendar which automatically calendars items which are to be filed in court, a repetitive events calendar and a project calendar. The Timekeeper file tracks each timekeeper as to production and billable dollars and hours, write ups/downs, adjustments, budgets, non-billable hours, contribution report by client and matter, and goals. Each client can have an unlimited number of addresses and phone numbers, and matters. Each matter is capable of supporting group or multiparty litigation.

WESTMATE

West Services, Inc.
58 W. Kellogg Boulevard
P.O. Box 64779
St. Paul, MN 55164-0779
(612) 228-2500

WESTMATE, a communications software package provided by West Services, Inc., customizes your Apple Macintosh for WESTLAW, West Publishing Company's computer-assisted legal research system. WESTLAW gives you access to one of the largest law libraries in the world from 8 a.m. Sunday through Saturday midnight (Central Standard Time). WESTMATE provides you with many useful features including soft functions buttons for many WESTLAW commands, user configurability, online screen and text sizability and much more.

Mention of non-Apple products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the selection, performance, or use of the products. All understandings, agreements, or warranties take place directly between the vendors and the prospective users.

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CONFIDENTIAL: Attorney Work Product **Subject: Disablity Policy**

Prawalsky v. General et al..
By Subject, Any Printed : 6/12/91 6:08 PM

Frederick, Richard 4/4/91

From - To
12:12 - 13:2

Exhibit:	Page:Line
3	12:12
4	12:12
4	12:17
6	13:2
7A	12:18
10	12:23
10	12:24

When does a person qualify for light duty?

Pg.12

```
12      Q.   What determines when a person doesn't
13  qualify for the light-duty policy?
14      A.   When the person will not be returning to
15  their position in a short period of time.
16  Light-duty is set up with a time frame given to us
17  by a treating physician saying they will be back
18  to full duty at X date in the future.
19      Q.   And if they can't give you a date in the
20  future, you terminate them?
21          MR. LEE:  Is that a question or some
22  supposed characterization of what he said?
23          MR. NICHOLS:  I'm asking that as a
24  question.
25  BY MR. NICHOLS:
```

Nichols, Kaster & Anderson

Nichols, Kaster & Anderson is a law firm in Minneapolis, MN. They have 17 employees and 19 Macintosh computers. The above document is from a transcript management application called Ready for Trial! from Robins Analytics, Inc. It was created on a Macintosh IIcx and printed on an Apple LaserWriter IINT printer.

For more examples of materials created by small businesses using Macintosh computers, review the contents of the Made on Macintosh folder found on the SBSS Express Seminars CD.

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